

# Didja Know



**Do you know how to correct  
the meal rate on either the  
Authorization or Voucher?**

**You need to do this when  
meals are provided to you  
during a Conference, etc.**

# Didja Know



**The next slides will show  
you how to get there!**

# Didja Know



**Let's say that during the  
Conference, lunch was  
provided on Tuesday,  
Wednesday, and  
Thursday.**

**Click on "Expenses".  
Then Click on "Per  
Diem Entitlements"**

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Expenses

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Per Diem Entitlements

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Substantiating Records

## Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
06/01/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	88.00	88.00 GOVCC- Individual	40.50 Personal	88 / 54	NONE				
06/02/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	88.00	88.00 GOVCC- Individual	54.00 Personal	88 / 54	NONE				
06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	88.00	88.00 GOVCC- Individual	54.00 Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	88.00	88.00 GOVCC- Individual	54.00 Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC- Individual	40.50 Personal	88 / 54	NONE				

Reset All

Edit All



Defense  
A New Era

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**Click "Edit" on the first day  
that you are Provided a meal**

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06/03/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/04/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	88.00	88.00 GOVCC-Individual	54.00 Personal	88 / 54	NONE				
06/05/09	CAMP ROBINSON@LITTLE ROCK,AR	<a href="#">Edit</a>	<a href="#">Reset</a>	0.00	0.00 GOVCC-Individual	40.50 Personal	88 / 54	NONE				

[Reset All](#)

[Edit All](#)

Logged In As:

Traveler Name:

Defend  
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**You will need to show that  
lunch was provided on  
2,3,4 June 2009.**

A01

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## Per Diem

You may apply  
the distribution  
link to distribute

by changing the "Values Apply Through" date. If required to change  
the distribution method. Then, select the "distribute cost"

Location:

CAMP ROBINSON@LITTLE ROCK,AR

Values Apply From Date:

06/02/2009

Values Apply Through:

06/04/2009

**Change this date to 06/04/2009**

## Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for  
expense details such as payment method, reimbursable, etc.

Per Diem Rate:

88 / 54

Lodging:

\$ 88.00

[view expense details / currency calculator](#)

M &amp; IE:

\$ 40.50

[view expense details / currency calculator](#)

## Duty Conditions

Check all of the following that apply:

☐

Field Conditions

☐

Adverse Effects/Commercial Quarters

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d  
o  
w  
n

## Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

- ☒ Full Rate ☐ Breakfast
- ☐ Elected ☐ Lunch
- ☐ Available ☐ Dinner
- ☐ Provided Cost:
- ☐ Occasional
- ☐ Special Rate

See?

**This is what the Meal Rate looks like before you make your adjustment.**

## Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

- ☒ No Other Per Diem Entitlements
- ☐ Leave  
Check here if you are taking leave for the above date or date range.
- ☐ Sick Leave - No Per Diem  
Check here if you are taking Sick Leave without Per Diem for the above date or date range.
- ☐ Sick Leave - Per Diem  
Check here if you are taking Sick Leave with Per Diem for the above date or date range.
- ☐ Duty Day(s)(No Per Diem)  
Check here if you need to use Duty Day(No Per Diem) for the above date or date range.
- ☐ Non-Duty Day(s)  
Check here if you need to use Non-Duty Day for the above date or date range.
- ☐ Authorized Delay  
Check here if you need to use Authorized Delay for the above date or date range.
- ☐ Actual Lodging  
Check here if you need to use Actual Lodging for the above date or date range.
- ☐ OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)  
Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
- ☐ In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)



## Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☐ Full Rate

☐ Breakfast

☐ Elected

☒ Lunch

☐ Available

☐ Dinner

☒ Provided

Cost:

☐ Occasional

☐ Special Rate

Click

Click

You need to click on  
"Provided" and "Lunch"

## Other Per Diem Entitlements

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☒ No Other Per Diem Entitlements

☐ Leave

Check here if you are taking leave for the above date or date range.

☐ Sick Leave - No Per Diem

Check here if you are taking Sick Leave without Per Diem for the above date or date range.

☐ Sick Leave - Per Diem

Check here if you are taking Sick Leave with Per Diem for the above date or date range.

☐ Duty Day(s)(No Per Diem)

Check here if you need to use Duty Day(No Per Diem) for the above date or date range.

☐ Non-Duty Day(s)

Check here if you need to use Non-Duty Day for the above date or date range.

☐ Authorized Delay

Check here if you need to use Authorized Delay for the above date or date range.

☐ Actual Lodging

Check here if you need to use Actual Lodging for the above date or date range.

☐ OCONUS Incidental Amount - (Used to reduce the daily incidental rate to the minimum.)

Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ In Place - (Used to increase the M&IE amount to 100% on first or last day of travel)





☐ ProvidedCost: ☐ Occasional☐ Special Rate**Other Per Diem Entitlements**

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

☒ **No Other**☐ **Leave**

Check here

☐ **Duty Day(s)**

Check here if you need to use Duty Day (No Per Diem) for the above date or date range.

☐ **Non-Duty Day(s)**

Check here if you need to use Non-Duty Day for the above date or date range.

☐ **Authorized Delay**

Check here if you need to use Authorized Delay for the above date or date range.

☐ **Actual Lodging**

Check here if you need to use Actual Lodging for the above date or date range.

☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)

Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.

☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)

Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Scroll down and click  
"Save These Entitlements"



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[GSA State Tax Exemption Listing](#)

Date	Location	View	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
					75.00	2.00	91 / 56	NONE				
					GOVCC-Individual							
							91 / 56	MEAL		X		
								MEAL		X		
							91 / 56	MEAL		X		

Go back and make certain that the changes saved before you sign your document!  
This shows that Lunch was provided.

Proceed to the following page

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# Didja Know



Another scenario is when  
rations are available for all  
3 meals

# Didja Know



It's pretty much the exact  
same process.

# Didja Know



You just need to check all 3  
meals when that is the  
case.

# Ta Da!



You have successfully changed your meal rate on your Authorization/Voucher request.

But remember: If unexpectedly the rate changed after your Authorization was approved, you **STILL** need to fix it when you do your voucher.

All the steps are the same.



Oops, pardon me!

That was a great lunch!